

DATE: 3-17-04

TO: City Clerk

FROM: Mayor Pro Tempore Anthony W. Cobos

ADDRESS 2 Civic Center Plaza TELEPHONE 541-4123

Please place the following item on the (Check one): CONSENT X REGULAR \_\_\_\_\_

Agenda for the Council Meeting of March 23, 2004

Item should read as follows: Tracy J. vonMaluski to the El Paso Public Arts Commission to fill an unexpired term as requested by Mayor Pro Tempore Anthony W. Cobos, District 8 (541-4123).

SPECIAL INSTRUCTIONS: \_\_\_\_\_

Item No. \_\_\_\_\_

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: El Paso Public Arts Commission

NOMINATED BY: Mayor Pro Tempore Anthony W. Cobos DISTRICT: 8

NAME OF APPOINTEE Tracy J. vonMaluski  
(Please verify correct spelling of name)

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

Robbie Myrick Villalobos

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: \_\_\_\_\_  
RESIGNED \_\_\_\_\_  
REMOVED \_\_\_\_\_

OTHER (SPECIFY): Deceased

EXPIRATION DATE OF INCUMBENT: 3-05

EXPIRATION DATE OF NEW APPOINTEE: 3/05

PLEASE CHECK ONE OF THE FOLLOWING: 1<sup>st</sup> TERM: \_\_\_\_\_

2<sup>nd</sup> TERM \_\_\_\_\_

UNEXPIRED TERM: X

OTHER \_\_\_\_\_

**TRACY J. VON MALUSKI****Résumé / Curriculum Vitae****Education:**

Master of Arts in Applied English Linguistics

30 hours completed

University of Texas at El Paso

El Paso, TX 79968

August, 1992 to July, 1994; August, 2000 to Present

Projected graduation date: May 2005

18 Master's-level credit hours in Reading Education

University of Texas at El Paso

El Paso, TX 79968

January, 2001 to July, 2001

Master's of Education - Instructional Specialist

Bilingual Education and Regular ('monolingual') Education

Texas Teaching Certificate - Pre-K to 6<sup>th</sup> grades

University of Texas at El Paso

El Paso, TX 79968

August, 1987 to December, 1989

Bachelor of Arts - Psychology

Bowling Green State University

Bowling Green, Ohio 43403

August, 1983 to December, 1986

Beginning American Sign Language course

El Paso Community College Continuing Education Program

Valle Verde Campus

El Paso, TX 79998

Summer 2002; Spring 2004

**Professional/Work Experience:**

Full-time Instructor and Coordinator: English Speaking & Listening (ESAL) discipline  
Campus Coordinator for ESOL (Writing and Grammar)

El Paso County Community College District

January 2002 – present.

Valle Verde Campus – January 2002 to August 2002;

Mission del Paso Campus – August 2002 to present.

P.O. Box 20500

El Paso, TX 79998

Tenure-Track Instructor;

ESAL Instructional Coordinator – Fall 2002 to present;

ESOL Instructional Coordinator – Spring 2004 to present.

Interview, recommend for hire, train, and supervise 19 or 20 Part-time ESAL and ESOL instructors at the MdP Campus; responsible for offering semester faculty development discipline meetings; order textbooks and materials Serve as Division Assistant to Dean.

Summer Instructional Coordinator-at-Large

Mission del Paso Campus

El Paso Community College

Summer 2003, Summer 2004

Teacher, Elementary Bilingual Education

Austin Independent School District

1111 W. Sixth St.

Austin, TX 78703

August 2001 to December 2001

Fifth grade Bilingual Education

Part-time Instructor: English as a Second Language: ESOL, ESAL, RESL.

El Paso Community College

P.O. Box 20500

El Paso, TX 79998

January, 1989 to May 1998; August 2000 to July, 2001

Taught Writing, Grammar, English Speaking & Listening, and a few Reading courses.

Lesson planning, Instruction, and Assessment

Part-time Instructor: Developmental English and English as a Second Language

Developmental/General Studies Department

Doña Ana Branch Community College

3400 S. Espina St.

Las Cruces, NM 88003

August, 2000 to July 2001

Lesson planning, Instruction, and Assessment

English as a Second Language/Citizenship Specialist

Adult Basic Education Department  
 Doña Ana Branch Community College  
 3400 S. Espina St.  
 Las Cruces, NM 88003

June, 1999 to August, 2000

Screened, Interviewed, Trained, & Supervised 55 part-time ESL and Citizenship Instructors. Oversaw and scheduled instructors for 73 class sections per semester. Compiled ESL Instructor Manual and new ESL Brochure. Responsible for ESL/Citizenship Course Outlines, Curriculum, Textbooks, and Assessment. Responsible for Professional Development Workshops once per semester.

New Mexico Works Project Education Coordinator

Adult Basic Education Department  
 Doña Ana Branch Community College  
 3400 S. Espina St.  
 Las Cruces, NM 88003

October, 1998 to June, 1999

Responsible for Adult Basic Education sub-contract for Welfare-to-Work classes in ESL, GED, and Life & Work Skills at 2 sites. Developed educational program and services. Interviewed, Trained, & Supervised 20 part-time Instructors. Responsible for ordering all textbooks and materials. Temporary assignment contingent upon continued funding; Funding not renewed.

Lab Assistant

Basic Skills/ESL/Tutoring Lab - Northwest Center  
 El Paso Community College  
 P.O. Box 20500  
 El Paso, TX 79998

January, 1998 to October, 1998

Oversaw the operation of Tutoring Lab for all students at the Northwest Center, both in Credit and Non-Credit programs. Supervised and scheduled 6 part-time tutors, oversaw the operation of the Invest Computer Tutorial Program, and responsible for record-keeping of the tutoring program.

Part-time Instructor: E.S.L., U.S. Citizenship, and G.E.D. (English and Spanish)

Adult Basic Education Department  
 Doña Ana Branch Community College  
 3400 S. Espina St.  
 Las Cruces, NM 88003

June, 1997 to October, 1998

Teacher, Elementary Bilingual Education

Bilingual Immersion Program - 2<sup>nd</sup>, 5<sup>th</sup>, and 3<sup>rd</sup> grades.

El Paso Independent School District  
 6531 Boeing Dr.

El Paso, TX 79925  
August, 1989 to May, 1996

Teacher, Elementary Bilingual Education  
Bilingual Immersion Program – 2<sup>nd</sup> grade.  
Socorro Independent School District  
12300 Eastlake Dr.  
El Paso, TX 79927  
August, 1988 to August, 1989

**College Committees and Activities:**

Chair, Mission del Paso Campus Institutional Effectiveness (I.E.) Committee  
El Paso Community College  
(Standing college committee)  
August 2003 to August 2004.

Member, Campus and District I.E. Committees  
February 2003 to present  
Vice-Chair – January 2004 to August 2004

Member, Faculty Professional Development Committee  
(Standing college committee)  
El Paso Community College  
August 2002 to August 2004.

Member, EPCC Spring Arts Festival Committee  
January 2004 to present

Mentor for EPCC Faculty Mentoring Program  
Spring 2004

Member, EPCC Budget Issues Committee  
March 2003 to August 2003

EPCC Faculty Senate  
Full-time Senator-at-Large – Mission del Paso Campus  
February 2003 to present  
Chair, Coordinator (“Division Assistant”) job description ad-hoc sub-committee

Member, EPCC Task Force on Coordinator Guidelines and Job Description  
Spring semester, 2004  
Chair of Faculty Senate subcommittee for input on this matter, Spring and Fall 2003

Co-Facilitator  
 Drinking and Driving Prevention Fair  
 Mission del Paso Campus, El Paso Community College  
 March 2003

Member, Black History Committee  
 El Paso Community College  
 February 2003 to present

Organizer/Facilitator  
 ESL Student Recruitment Fair  
 Valle Verde Campus, El Paso Community College  
 October 2002

Member, Recruitment and Retention Committee, El Paso Community College  
 January 2002 to August 2002  
 Member of Recruitment Sub-committee

Committee member, Academy for Instructional Excellence  
 El Paso Community College  
 Spring, Summer, and Fall 2002

Member, ESL Level VI Completion Ceremony Committee, El Paso Community College,  
 November, 2000 to July 2001; March 2002 to present.

Presenter, El Paso Community College Faculty Development Office:

Faculty Development Week presenter – Annually or semi-annually since 1998:  
 Various Faculty Development Presentations at EPCC as Part-time ESOL/ESAL Instructor, 1990-2001.

“Project-Based Instruction in the ESL Classroom” – Spring 2001

“Mr. Bean Videos in the ESL Classroom” – Fall 2002

“Music, Video, and Motion Picture in the ESL Classroom” – Fall 2003

“ESAL Meeting of the Minds” – Fall 2003

“The Un-Easy ‘A’: Grading and Evaluating Spoken English” – Spring 2004

“Free at Last: ESAL and ESOL Beyond the Textbooks” – Spring 2004

Participation on EPCC Hiring Committees:

Member, Hiring Committee for Full-time ESOL Lab Assistant  
 Valle Verde Campus, El Paso Community College  
 Fall 2002  
 Dean Susana Rodarte, Chair

Chair, Hiring Committee for Part-time ESOL Lab Assistant  
Mission del Paso Campus, El Paso Community College  
Spring 2003  
Dean: Santiago Rodríguez

Member, Hiring Committee for Full-time Temporary ESOL Lecturer  
Mission del Paso Campus, El Paso Community College  
December 2003  
Dean: Santiago Rodríguez

Member, Hiring Committee for Full-time Tenure-track ESOL Instructor  
Mission del Paso Campus, El Paso Community College  
Spring 2004  
Dean: Santiago Rodríguez

**Community Involvement and Beyond:**

Commissioner, Public Arts Commission  
City of El Paso, Texas, Arts and Culture Department  
April 2002 to present

Member, Adult Education/Family Literacy Advisory Council,  
Socorro (TX) Independent School District  
November 2003 to present

Volunteer with GEM'S GEMS  
Children's literacy organization  
Give away free children's books to local schools, non-profits, and charities  
January 2004 to present

President – Paso del Norte Literacy Council (PdNLC)  
El Paso, Texas, January 2003 to December 2003.  
(Member August 2000 to present)  
El Paso County and far west Texas; Doña Ana County and south-central New Mexico.  
Council is member of NAULC (National Association of Urban Literacy Coalitions)  
Member of the Executive Board - PdNLC

First Vice President – Paso del Norte Literacy Council  
El Paso, Texas, January 2002 to December 2002.  
Treasurer, January 2001 to July 2001; Member since September 2000

Member, Capital City Men's Chorus  
Austin, TX - August 2001 to December 2001  
Tenor

Member, Board of Directors, Anthony Women's Intercultural Center - Anthony, New Mexico: September 2000 to July 2001; Member of the Building Committee.

Substitute Organist – intermittent, as needed:

Trinity Presbyterian Church, El Paso, TX, 1998 - 2001

Metropolitan Community Church, El Paso, TX, 1992 – present

Served as Group Recorder at National Institute for Literacy (NIFL) Community Literacy Summit, sponsored by Paso del Norte Literacy Council and the Center for Applied Linguistics, at University of Texas at El Paso, June 2000.

### Honors and Professional Growth Activities:

Served as chapter reviewer for Basic Grammar in Action: An Integrated Course in English, Heinle & Heinle Publishing Company, January 2000.

Session Facilitator –Southwest Seminar for Great Teaching

ESL/GED/ABE Disciplines Session

Sponsored by El Paso Community College Faculty Development Office

Taos, New Mexico – October 2003

Participant in October 2002.

Presenter and participant, El Paso Adult Language and Literacy Conference

State-level conference, December 2002, sponsored by Ysleta and Socorro Indep. School Districts

El Paso Marriott Hotel

Presented session: "Music and Video in the ESL Classroom"

Presenter, Texas TESOL State Conference, Austin, TX, November 2001

"Project-Based Instruction and Learning in the ESL Classroom"

Member, Teachers of English to Speakers of Other Languages (T.E.S.O.L.)

Attended T.E.S.O.L. World Conference/Exposition, March 1999, Vancouver, Canada

Occasional member of Texas TESOL and TexTESOL I (State and local chapters)

Member, Texas Faculty Association, March 2002 to present (affiliated with National Education Association)

Presenter at both Regional and State conferences of the New Mexico Adult Education Association (1997 – 2000) in the areas of Life and Work Skills (welfare reform), E.S.L., and project-based instruction and learning.

Adult Basic Education Representative for New Mexico T.E.S.O.L. – 1999-2000 school year



Past member and presenter, N.M.A.E.A. (New Mexico Adult Education Association)

Prepared English as a Second Language Instructor Handbook for Adult Basic Education Department – approx. 180 pages, Doña Ana Branch Community College, spring and summer 2000

Prepared English as a Second Language classroom program brochure, Adult Basic Education, Doña Ana Branch Community College, Spring 2000

Organized Census 2000 Community Awareness presentations, January/February 2000, Adult Basic Education Department, Doña Ana Branch Community College, at 6 sites throughout county.

1986 Bowling Green State University (Ohio) Women's Studies Undergraduate Alumni Award: Paper: "Incidences and Self-Reporting of Sexual Assault Victimization among University Women"

Golden Key National Honor Society, 1983 - 1986

1983 Frank Gannett Newspapercarrier Scholarship, Fremont, Ohio

1983 Parents Without Partners Scholarship, El Paso, Texas

Psi Chi National Honorary Society (past member).

### **Special Skills:**

Total of 15 years of teaching experience:

14 years experience teaching English as a Second Language to adults

8 1/2 years experience teaching elementary bilingual education (English Immersion approach)

3 years experience teaching Adult Basic Education ESL, Citizenship, and G.E.D. classes

Bilingual (English/Spanish – approx. 85%)

4 years of administrative/supervisory experience

Limited knowledge of Japanese, French, and American Sign Language

Stress that English language be the focus and the language of instruction in the classroom

Experience working with students with disabilities and diverse learning styles

Excellent organization and communication skills

Very knowledgeable about and well-versed in second language acquisition processes and English as a Second Language methodologies

Computer literate and implement the use of technology in the classroom

Implement critical pedagogy, with student-centered curriculum

Integrate language skill areas in a holistic manner, emphasizing both academic and life skills

Very motivated, hard-working, honest person

Like to get involved on committees and in the community

Flexible, cooperative person who is always committed to working toward common goal

Excellent problem-solving skills.